

**2014 – 2016 Smarter Lunchrooms Sub-Grants**  
**(Provided by USDA Team Nutrition State Training Grant 2014-2016)**  
**Applications accepted on a rolling basis or until the 20 funding spots are filled.**  
**Call Megan Olesen at 605-995-7382 with questions about the application.**

**Overview:**

The South Dakota Department of Education, Child and Adult Nutrition Services (SD DOE CANS) in collaboration with South Dakota State University Extension (SDSU Extension) is pleased to announce the Smarter Lunchrooms sub-grant opportunity. The Smarter Lunchrooms Movement and techniques are based on the principles of utilizing environment cues to influence healthy eating behaviors. Budgets are tight and time is often in short supply and the Smarter Lunchrooms Movement recognizes these factors by providing research based and affordable solutions for lunchrooms! Additional information on the Smarter Lunchroom Movement can be found at: <http://smarterlunchrooms.org/homepage>

**Grant Award:** *Ten awards of \$1,000 each.*

**How to Submit:**

1. Mail, fax, or email completed application to Megan Olesen:
  - a. Email: [megan.olesen@sdstate.edu](mailto:megan.olesen@sdstate.edu)
  - b. Mail: Megan Olesen, 1800 E Spruce St, Mitchell, SD 57301
  - c. Fax: 605-995-8089
2. Fill out application electronically: <http://questionpro.com/t/AK8hRZSTEd>

**Eligible Applicants:**

Any South Dakota school district or organization that participates in the National School Lunch program and has a full lunchroom that serves students in grades 7-12. The SD DOE and SDSU Extension reserves the right to reject any and all proposals received as a result of this announcement.

**Timeframe:**

- Applications accepted on a rolling basis or until the 20 funding spots are filled.
- Implementation according to the requirements specified below can begin in August of 2015. Funds can be expended through May of 2016.

**Grant Requirements if Awarded:**

*Enroll as a Team Nutrition school if not already enrolled. Visit: <http://teamnutrition.usda.gov/teamhtml> to enroll. Additional grant requirement are outlined in the following application form for this sub-grant.*

*Technical assistance and support will be provided to assist grant awardees in meeting the above requirements. All grant awards may receive an onsite monitoring visit and/or review by staff involved in SD Team Nutrition to provide support and make available evidence and reporting to support use of Team Nutrition funds.*

**Allowable Cost Information for Sub-grants in accordance with this Team Nutrition Training Grant:**

- **Food Cost** - Team Nutrition funds may be used to pay for food if the food is part of a specific educational activity. For example, conducting a classroom taste test of specific fruits or vegetables, or demonstrating the making of simple, healthy snacks, is a reasonable request. The use of the food must be related to nutrition education activities specified under objectives of the sub-grant proposal or work plan. Team Nutrition funds should not be used to purchase a meal for anyone.
- **Food and Nutrition Equipment** - Team Nutrition funds may not be used to purchase large foodservice operation equipment, such as salad bar equipment, refrigerators, food processors, etc. However, small mobile kitchen equipment to be used for classroom food preparation demonstration or hands-on food experiences may be permissible if such activities are part of the integrated nutrition education lessons specified under objectives of the proposed sub-grants. For example, bowls and racks utilized to offer fruits and vegetables on the lunch line would be permitted.
- **Medical Equipment** - Team Nutrition funds may not be used to purchase medical equipment or health services related to health assessments, such as obtaining clinical data on nutritional status, chronic disease, or chronic disease risk assessment. Therefore, measurement of height, weight, skin fold thickness, blood pressure, cholesterol, and blood glucose and iron levels are not allowable costs under the TN grant. Although the Body Mass Index (BMI) concept may still be part of the nutrition education component for the age-appropriate students, obtaining the height and weight status should come from the school nurse's office, students' health care providers, or the individual student's knowledge.
- **Promotional Materials** – Team Nutrition funds may be used to pay for Smarter Lunchroom promotional materials. Some examples of Smarter Lunchroom promotional materials can be found on their website at <http://smarterlunchrooms.org/resource/alphagraphics-products>.

Please proceed to the following page to complete your sub-grant application.

**2014 – 2016 Smarter Lunchrooms Sub-Grants: Application Form**  
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<b>Name of Local Agency</b>					
<b>Agency Mailing Address</b>					
<b>City</b>		<b>State</b>		<b>Zip Code</b>	
<b>Contact person (Project Director of sub-grant)</b>		<b>Telephone Number</b>		<b>Fax Number</b>	
<b>E-Mail of Project Director of mini-grant</b>					

<b>Grant Requirements</b>	<i>Please review the following grant requirements and select your intentions for each requirement.</i>		
<b>We will make every effort to meet this requirement. Provide an x for your response in the yes or no column for each requirement.</b>	<b>Yes</b>		<b>No</b>
	<b>Yes</b>	<b>No</b>	<b>If you selected no, please provide an additional explanation.</b>
Enroll as a Team Nutrition school if not already enrolled. Visit: <a href="http://teamnutrition.usda.gov/teamhtml">http://teamnutrition.usda.gov/teamhtml</a> to enroll.			
By the <i>end of September 2015</i> , school districts who have been awarded the Smarter Lunchrooms sub-grant award will be required to form a Smarter Lunchrooms team consisting of: the primary food service authority in the school district and 1 to 3 students in 7 <sup>th</sup> -12 <sup>th</sup> grade. School district administrative personnel and a representative from the school's wellness committee will also be encouraged to be a part of the Smarter Lunchrooms team but are not a requirement. Existing school wellness committees can be utilized as the smarter lunchrooms team if there is at least one food service authority and 1 to 3 students in the 7 <sup>th</sup> -12 <sup>th</sup> grade involved. Team size limitations will be encouraged to not exceed 10 individuals per team to maximize productivity that may be hindered with a very large team.			
By the <i>end of October 2015</i> , team members from each school district's Smarter Lunchrooms Team will be required to participate in the online 2-hr Smarter Lunchrooms training module accessed at, <a href="https://cornell.qualtrics.com/SE/?SID=SV_3CVLswwEZI5qdak">https://cornell.qualtrics.com/SE/?SID=SV_3CVLswwEZI5qdak</a> .			
By <i>mid-October 2015</i> , production record data will be provided to SD Team Nutrition on the number of students purchasing school lunch and what students are taking.			
By the <i>end of November 2015</i> , complete an initial lunchroom self-assessment scorecard ( <a href="http://smarterlunchrooms.org/resource/lunchroom-self-assessment-score-card">http://smarterlunchrooms.org/resource/lunchroom-self-assessment-score-card</a> )			
<i>November – December 2015</i> The 7 <sup>th</sup> through 12 <sup>th</sup> grade youth representatives on the team will receive training on and participate in a modified			

Mini-grant funds are being provided by the South Dakota Department of Education—Child & Adult Nutrition Services and South Dakota State University Extension which are Affirmative Action/Equal Opportunity Employers and offer all benefits, services, education, and employment opportunities without regard for ancestry, age, race, citizenship, color, creed, religion, gender, disability, national origin, sexual preference, or Vietnam Era veteran status.

PhotoVoice project as part of the initial lunchroom self-assessment baseline. This project will help the team formulate the Smarter Lunchroom Action Plan.			
Submit an initial action plan to SD Team Nutrition <i>by the end of December 2015</i> utilizing the My Smarter Lunchroom Plan online at: <a href="http://smarterlunchrooms.org/my-plan">http://smarterlunchrooms.org/my-plan</a> . Megan Olesen, Registered Dietitian, will serve as a coach for your school as you develop your initial action plan. The action plan determination will be dependent on the initial lunchroom self-assessment scorecard and findings from the initial PhotoVoice project with at least five identifiable action steps determined from one or more of the six basic Smarter Lunchroom principles (managing portion sizes, increasing convenience of healthier foods, enhancing taste expectations, utilizing suggestive selling and setting smart pricing strategies).			
<i>January – April 2016</i> , implementation of at least 10 or more of the smarter lunchroom action items, with at least one item from each of the six basic smarter lunchroom principles will be required by conclusion of the grant.			
<i>By the end of April 2016</i> , production record data will be provided to SD Team Nutrition on the number of students purchasing school lunch and what students are taking.			
<i>By the end of April 2016</i> , submit completion of a final lunchroom self-assessment scorecard ( <a href="http://smarterlunchrooms.org/resource/lunchroom-self-assessment-score-card">http://smarterlunchrooms.org/resource/lunchroom-self-assessment-score-card</a> ).			
<i>By May 15<sup>th</sup> 2016</i> , a PhotoVoice showcase hosted by the Smarter Lunchrooms team will be held to show changes made.			

<b>Signature of mini-grant Project Director*</b>		<b>Date</b>	
<b>Signature of School or Agency Administrator *</b>		<b>Date</b>	
<b>Signature of School or Agency Finance Officer*</b>		<b>Date</b>	

\*Electronic signatures are acceptable.